

RESOLUTION No. 2008-67-754

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND TO ENTER INTO AN AGREEMENT WITH CROSSROAD CONSULTING GROUP IN ACCORDANCE WITH THAT PROPOSAL ATTACHED HERETO AS EXHIBIT "A," IN AN AMOUNT NOT TO EXCEED \$31,800.00, FOR CONSULTING SERVICES FOR THE CITY'S 2008 STRATEGIC PLAN RETREAT; PROVIDING FOR THE ADOPTION OF REPRESENTATIONS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City previously contracted with Ginn Scroggins & Associates to facilitate the development of a Strategic Plan for the City in 2005, and

WHEREAS, the City Council deems it appropriate to revisit the Strategic Plan and to update it as necessary, and

WHEREAS, Donna Ginn, the former principal of Ginn Scroggins & Associates is now affiliated with Crossroad Consulting Group, and the City Council would like to continue to use Ms. Ginn as the facilitator for the development of the Strategic Plan,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS, FLORIDA, AS FOLLOWS:

Section 1. ADOPTION OF REPRESENTATIONS: The foregoing Whereas paragraphs are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Resolution.


Section 2. AUTHORIZATION: The City Council hereby authorizes the City Manager to negotiate and execute an agreement with Cross Road Consulting Group, in accordance with that Proposal attached hereto as Exhibit "A," for consulting services associated with the City's Strategic Plan in an amount not to exceed \$31,800.00.

Resolution No. 2008-67-754

Section 3. EFFECTIVE DATE: This Resolution shall take effect immediately upon its final passage.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MIAMI GARDENS AT ITS REGULAR MEETING HELD ON APRIL 9, 2008.

ATTEST:


SHIRLEY GIBSON, MAYOR


RONETTA TAYLOR, CMC, CITY CLERK

Prepared by SONJA KNIGHTON DICKENS, ESQ.
City Attorney

SPONSORED BY: Mayor Shirley Gibson

MOVED BY: Councilman Gilbert
SECONDED BY: Councilman Bratton

VOTE: 6-1

Mayor Shirley Gibson	<u>x</u> (Yes)	<u> </u> (No)
Vice Mayor Barbara Watson	<u>x</u> (Yes)	<u> </u> (No)
Councilman Melvin L. Bratton	<u>x</u> (Yes)	<u> </u> (No)
Councilman Aaron Campbell	<u>x</u> (Yes)	<u> </u> (No)
Councilman Andre' Williams	<u>x</u> (Yes)	<u> </u> (No)
Councilwoman Sharon Pritchett	<u> </u> (Yes)	<u>x</u> (No)
Councilman Oliver Gilbert, III	<u>x</u> (Yes)	<u> </u> (No)

SKD/yt

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City of Miami Gardens

1515-200 NW 167th Street
Miami Gardens, Florida 33169



Mayor Shirley Gibson
Vice Mayor Barbara Watson
Councilman Melvin L. Bratton
Councilman Aaron Campbell Jr.
Councilwoman Sharon Pritchett
Councilman Oscar Braynon II
Councilman André Williams

Agenda Cover Page

Date: March 26, 2008

Fiscal Impact: No Yes X

☐

(If yes, explain in Staff Summary)

Funding Source:

Contract/P.O. Requirement: Yes X No

Sponsor Name/Department:

Mayor Shirley Gibson

Public hearing ☐

Ordinance ☐

1st Reading ☐

advertising requirement:

RFP/RFQ/Bid #

Quasi-Judicial

Resolution X

2nd Reading ☐

Yes No

Title

A Resolution of the City Council of the City of Miami Gardens, Florida, authorizing the City Manager to negotiate and to enter into an agreement with Crossroad Consulting Group in accordance with that proposal attached hereto as exhibit "a," in an amount not to exceed \$31,800.00, for consulting services for the City's 2008 Strategic Plan retreat; providing for the adoption of representations; providing an effective date.

Staff Summary

In May 2005, the City Council authorized staff to contract with Ginn Scroggins & Associates to facilitate the development of a Strategic Plan for the City. The process involved numerous interviews with Councilmembers and our Executive staff and a two-day visioning session.

The Council adopted the Strategic Plan (**Exhibit A**) in March 2006. The Plan included identifying our desired objectives, strategies, measures and actions to accomplish each of these objectives. The Plan has served as a general guide to the Council and the Manager, and a number of the objectives have already been successfully addressed.

We have contacted the firm to update our Strategic Plan. The original work was performed by Ginn Scroggins & Associates, with our principal contact being

J-6) CONSENT AGENDA RESOLUTION

Authorizing an agreement with
Crossroad Consulting Group

Donna Ginn. She is now the Managing Partner for Crossroad Consulting Group and provided a proposal (**Exhibit B**) that includes Data Collection, Interviews and Community Input; Data Compilation; Visioning Sessions; Data Preparation and Presentation. The proposed fee for this is \$31,800.

Our Purchasing Codes require that we receive bids on services for these amounts, unless they are considered Professional Services. The City Manager is recommending that this would fall under the category of Professional Services and would be exempt from the bid requirements under the Purchasing Ordinance.

Recommendation:

We recommend that the City Council approve the attached resolution, authorizing the City Manager to negotiate and execute a contract with Crossroad Consulting Group, for a maximum amount of \$31,800, for services related to updating the City's Strategic Plan.



7300 North Kendall Drive Suite 521 Miami, Florida 33156 Tel: 305-752-6300 Fax: 305-385-8046

Proposal
Update of the 2005 Strategic Plan
City of Miami Gardens
April 1, 2008

Introduction

The city of Miami Gardens has requested that Crossroad Consulting Group (CCG) design and facilitate a process to review and update the strategic plan that was developed in November of 2005.

Scope of Work

This process has five key activities each of which relates to the design and delivery of two 2-day strategic planning meetings. CCG will design, facilitate and write the final document. The steps are as follows.

I. Data Collection & Analysis

- a. 90 -minute interviews with each of the following participants, hereinafter known as the Strategic Planning Committee: the Mayor, Council Members, City Manager, Assistant City Managers, and Department Heads. The purpose of the interview process is to understand current thinking about the successes and missed opportunities since implementation of the last plan and to have input for second activity, the design and delivery of the initial planning session. The on site interviews will be conducted during normal business hours.
- b. 3-hour meetings in each of the four districts to be facilitated by Crossroad Consultants. This process allows the citizens to have input about what they believe are the critical success factors for the City of Miami Gardens.

II. Strategic Planning

Part 1 - Developing the First Draft of the Plan

The Committee will spend 2-full days creating the plan and continuing to build team with the recently appointed Council members. At the end of this session, a draft plan will be completed. Crossroad Consulting Group will design and facilitate this session.

Part 2 – Catch Ball

Selected members of each department will review and provide their input on what it will take to execute the plan. This is a critical step in the process. It helps to keep the plan realistic but stretching and it serves to begin aligning the organization to the goals. The decision to make any changes takes place in the third part of the process. CCG will facilitate this process to keep it on a schedule, collate and format the information for the final strategy session.

Part 3 – Completing the Plan

- a. The Strategic Planning Committee will reconvene for 2 days to review the input from the various departments, determine how it affects the goals and or strategies, and finally, complete the plan. Crossroad Consulting Group will design and facilitate this session.
- b. CCG will write the final document and present to the Strategic Planning Committee
- c. CCG will formally present the document to the City Council in a regularly scheduled meeting.

Summary of Activities

Interviews, Focus Groups, Data Analysis, review of key documents

Design of Session

Conducting Session 1

Document first draft

Manage the Catch Ball process end to end

Conduct Session 2

Preparation and presentation of the final report

Client Responsibilities

City of Miami Gardens will provide CCG with all written documentation pertinent for the design of the session, secure the locations and provide food, snacks and equipment to conduct the session (easels, pads, LCD projector and laptop). City will coordinate with CCG to schedule dates and times of interviews and community meetings.

Consultant Responsibilities

CCG will provide two consultants to conduct the scope of work outlined in this document. We will prepare all pertinent working documents for the process.

Fees, Expenses and Payment of Fees

The total cost for this work is thirty-one thousand eight hundred dollars (\$31,800). This fee includes all work conducted by the consultant. Miami Gardens will be responsible for all expenses associated with venue, food, equipment and the copying and binding of the final report. Thirty percent (30%) of the fee is due when contract is signed. CCG will submit monthly invoices. A final invoice will be submitted when the report is completed and delivered to the Strategic Planning Committee.

Donna L. Ginn, MSOD
Managing Partner
Crossroad Consulting Group